



# Completing the Individual Reviewer Worksheet

**2015 Social Innovation Fund Review  
Orientation Session V - Live Call**

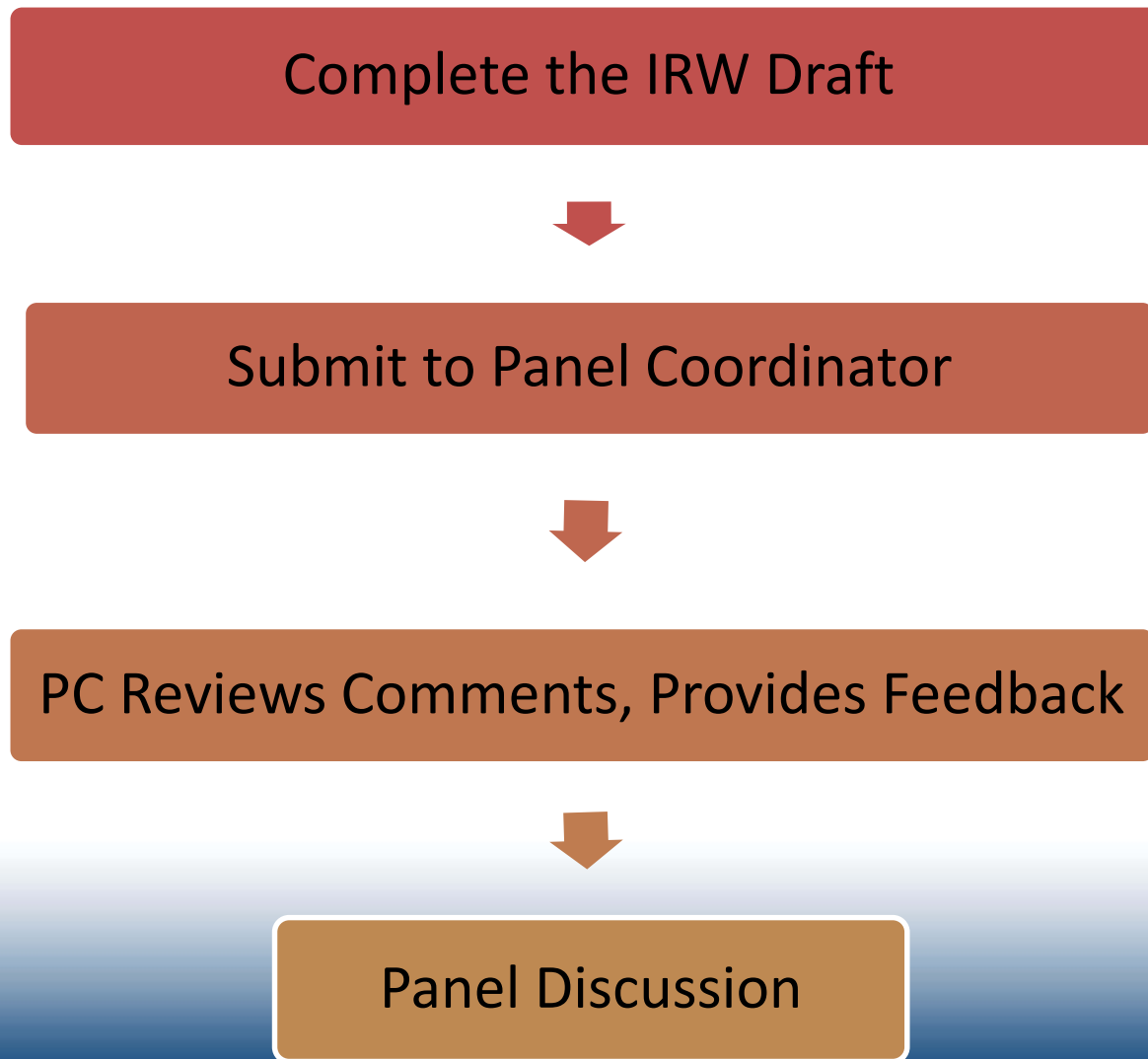


**Wednesday, April 1, 2015  
1:00 pm ET**

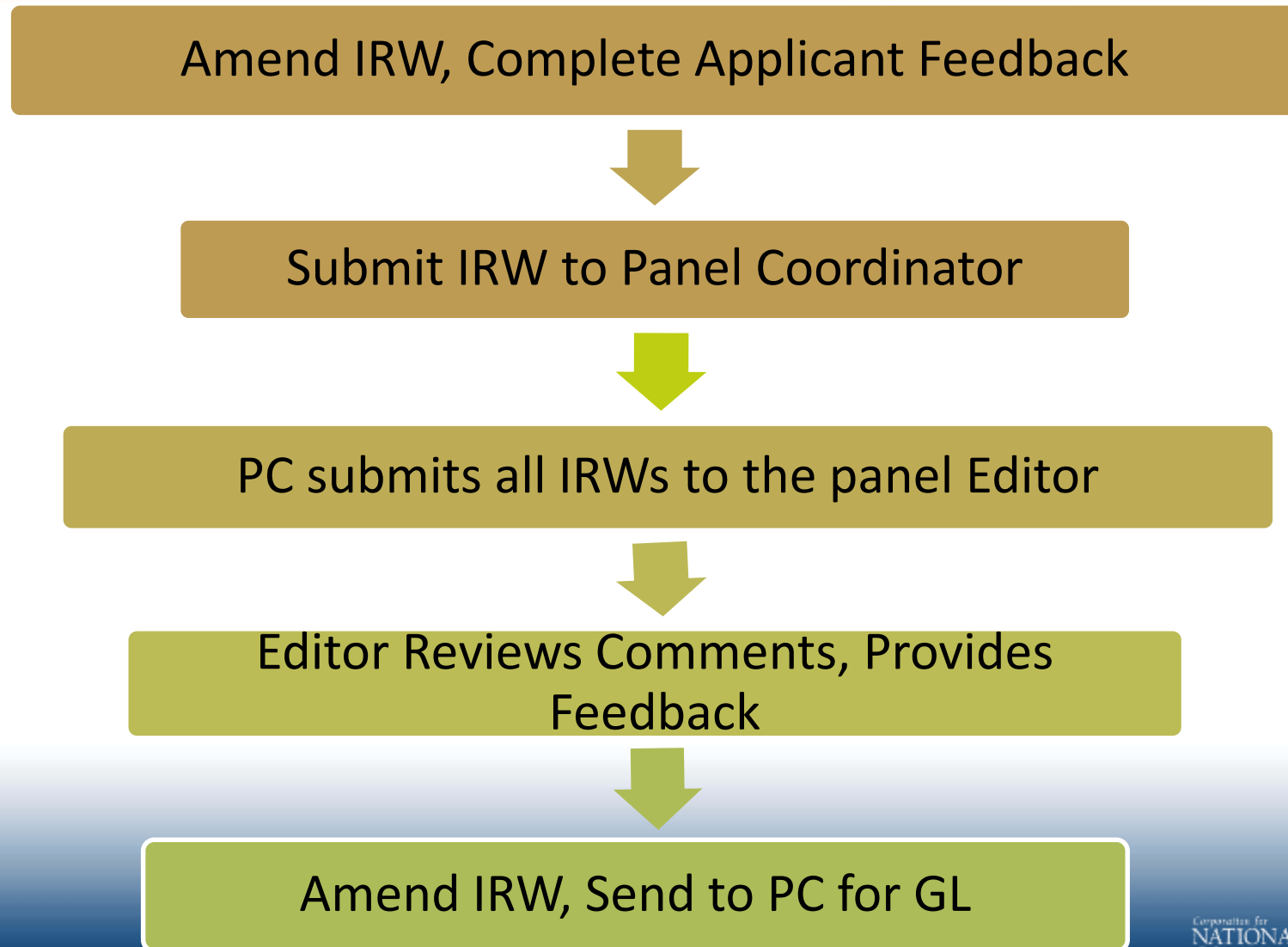
# Objectives

- Describe how to enter in comments and applicant feedback sections on the IRW
- Explain the importance of double checking IRW Scores
- State the process for submitting IRWs to the Editor for review
- Know what is required to complete the review

# IRW Development Process



# IRW Development Process cont.



# Panel Discussions

- There is a Panel Discussion for each application
  - Led by the Panel Coordinator
  - Estimate 45 minutes per application
  - Assessments should not be shared with other Reviewers in advance
- Purpose of the Panel Discussion
  - Open forum to discuss and re-consider your assessment of an application
  - Ensure fairness in the review
  - Ensure Selection Criteria is basis for assessment
  - Identify points of agreement and disagreement
  - Consider additional perspectives and discuss
- Serving as an Effective Panel Member
  - Be Prepared, on time
  - Reviewer Tips (Section 4.3.1)

# Panel Discussion Report

PANEL DISCUSSION REPORT	
2015 SOCIAL INNOVATION FUND COMPETITION	
Legal Applicant: _____	
Panel #: _____	Application ID: _____

Panel Coordinator: Document each Reviewer's scores after discussions. Please document the discussion points from the panel for this application according to the guidance below. Take note of how the relevant Selection Criteria were considered during the panel discussion, and chronicle the significant points of agreement and disagreement. Please include your observations of any anomalies, or concerns from the panel discussion that you would like to raise for the attention of Program Staff.

Panel scores:		
Reviewer 1:	Reviewer 2:	Reviewer 3:

If final scores have a range of more than 20 points, please have the panel revisit the IRWs to ensure that ratings and criteria are understood by all Reviewers.

Areas of Agreement

Areas of Disagreement

Were there any points of contentious discussion?

Yes      No

If 'yes' please list the topic(s) below and describe the situation(s):

Observations from Panel Coordinator on the Discussion:

# Applicant Feedback Summary Report

- Compilation of reviewer comments
- Comments may be given to applicants as feedback. Consider this as you compose your comments

APPLICANT FEEDBACK SUMMARY	
2015 RSVP Competition	
Legal Applicant:	Applicant ID:
Project Name:	
<p>For the purpose of enhancing our programs by improving the quality and quantity of applications to the Corporation for National and Community Service (CNCS), we are providing specific feedback regarding the strengths and weaknesses of this application. These comments are not meant to represent a comprehensive assessment; rather the analysis represents those elements that had the greatest bearing on the rating of the application. Please note that this feedback consists of summary comments from more than one reviewer. For this reason, some of the comments may seem to be inconsistent or contradictory. Comments are not representative of all of the information used in the final funding decision.</p>	
Reviewer's Summary Comments:	
Strengths:	
Weaknesses:	

# Comments and Applicant Feedback

<p align="center"><b>APPLICANT FEEDBACK SUMMARY</b></p> <p>After the panel discussion and finalizing your assessment: provide a summary of your review that captures the strengths and weaknesses of the application that had the greatest impact on your assessment. This summary, which will be provided to the applicant in the Feedback Summary Report and may be posted on CNCS' website, must be supported by your ratings and comments in the previous sections.</p>
<p><b>Strengths:</b></p>  <p><b>Weaknesses:</b></p>  

- Strengths and weaknesses required for each of the sections and also as applicant feedback at the end
- Ensure comments are effective and exclusively address the selection criteria
- Complete sentences
- Group Strengths
- Group Weaknesses
- List each comment individually

# Poorly Written Comments

## Strengths

- “The applicant identified an area with a lot of need.”

## Weakness

- “The second paragraph of page 12 confused me”
- “The outreach plan wasn’t very good”

# Weaknesses and Strengths

## Strength

- “Both subrecipient oversight positions the application proposes to implement are clearly defined. Clear hiring plans are described including areas of recruitment and a timeline for hiring and training.”

## Weakness

- “The Program Design section was lacking important details about how the community need in the Healthy Futures Issue Area was connected to the activities that would achieve the outcomes.”

# Double Checking Scores

- Please add up the scores associated with the rating you have selected
- Recheck IRWs if there are significant discrepancies between Reviewer scores

# PC and Editor Feedback

- All Reviewers will send all IRWs to their Panel Coordinator
- After the Panel Discussion, the Panel Coordinator(PC) will send the IRWs to the Editor
  - Program and Evaluation PCs will send all IRWs to their Editor's email address and CC the GARP Liaison
- Use feedback from your PC and Editor to improve your next IRWs prior to submitting them to the PC for review
- Additional drafts of an IRW may be requested by the Editor
- Only when you have received "Approval" from the Editor and PC should you send your final IRW to your PC
- Don't forget to copy your GARP Liaison!

## Other Review Notes

- Review 45 pages of narratives, including facesheet and executive summary
- Do not compare applications, even if they propose similar services
- Do not infer or make assumptions based on information in the application
- Only use information given to you in the application, no outside research

# Accessing Applications in eGrants

Sign into eGrants to download applications



3 attachments to every application

- 424 Facesheet
- Budget Narrative
- Budget

# Accessing Applications in eGrants cont.

Welcome **Bonnie**  
4/3/2015, 12:04 PM, EST

Peer Review

Current NOFA  
Social Innovation Fund  
FY 2015

Current Reviewer  
Ms. Bonnie Jones

Run Reports

GO

VIEW/ENTER REVIEWER COMMENTS AND SCORES

Social Innovation Fund FY 2015: Due Date - 03/17/2015

You are currently viewing **Ms. Bonnie Jones'** comments and scores.

Please select an application to view or to edit.

<a href="#">The Portsmouth Foundation - ID #11KC090000</a>	none	<a href="#">view/edit</a>
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Click on the 'Select a Report' box found on the bottom left of your screen.

# Checkout Process

- Review Word version **FIRST** to ensure that all forms are accurate, and proofed.
- Ensure that you have met all requirements with GARP Liaison and Panel Coordinator
- Complete the External Review Process Evaluation
  - You will receive a link to this evaluation via email on the last day of the Review Period
- Protect, or properly dispose of review materials (hard copy and electronic)
- Honorarium

Complete  
Checkout  
Process

# Where to Find More Information

- Detail the steps of the External Review Process
  - *Section 2.2 – The Grant Application Review Process*
- Discuss your role in the review of the applications
  - *Section 4.2 – Conducting the Individual Reviews; Section 4.3 – Participating in the Panel Discussions*
- Understand the review forms and how they are used
  - *Section 3.2 – Key Review Forms*
- Describe the close out process
  - *Section 4.5 – Completing the Close out Process*

# Reference Materials

- For more information, consult the Handbook:
  - 4.2.2 Completing the Individual Reviewer Worksheets (IRW)
  - Section 4.4 Submitting Final IRWs

# Next Steps

- Receive email with panel's information
- If you are listening to the replay of this orientation, please email the secret word to [PeerReviewers@cns.gov](mailto:PeerReviewers@cns.gov)